SETTING UP VENDOR 1099-M PROCESSING (AP-ADM-3)

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VERSION (2.0)

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SETTING UP VENDOR 1099-M PROCESSING

OVERVIEW

To begin vendor 1099-M processing in MUNIS, the following preparations must be made:

1. **1099 Box Codes** must be defined.

2. **1099 Vendors** must be flagged in the MUNIS *Vendor File*.

All invoices processed after a vendor is flagged as a 1099 vendor are automatically accumulated for 1099 reporting.

DEFINING 1099 BOX CODES

The 1099 Box Codes should be set up by each district according to federal guidelines for the 1099-M form. The 1099 box codes:

- Are created for each box on the vendor 1099.

- Are used during invoice entry.

To Add A 1099 Box Code, Select:

A) FINANCIALS

    D) Accounts Payable Menu

        A) Auxiliary Programs

            B) Miscellaneous Codes

                G) 1099 Box Codes

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help

───────────── A/P MISCELLANEOUS CODES MAINTENANCE ─────────────
Action:    Find  Next  Prev  Browse  Add  Update  Del  Output  Exit
Query the current database table.


        1099 BOX CODES

      Code               [    ]

      Description        [                              ]
      Short description  [            ]

```

1. Select **Find** from the Ring Menu.

2. Press **ESC** to select the box codes created in the system.

3. Select **Browse** to review all the codes in the system.

4. *If a new box code is needed*, select **Add** from the Ring Menu.

5. Enter the following:

Field	**Description**
Code	1099 Box Code according to federal instructions
Description	Long description of the 1099 Box Code
Short Description	Short description of the 1099 Box Code

6. Press **ESC** to add the record.

FLAGGING 1099 VENDORS

For a vendor's paid invoices to be accumulated and reported on the 1099-M, the vendor must be flagged as a 1099 vendor. The paid invoices will be accumulated from the time the vendor is flagged as a 1099 vendor forward. Any invoices paid previously will have to be manually accumulated for the 1099-M. It is highly recommended that 1099 vendors are flagged before processing any invoices.

To Flag 1099 Vendors in MUNIS, Select:

A) FINANCIALS

    D) Accounts Payable Menu

        D) Vendor Maint/Report Menu

            A) Vendor Maintenance

The following screen is displayed:

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Session    Edit    Commands    Settings    Help                          │
│ ─────────────────────────────────────────────────────────────────────── │
│ ─────────────────────────── VENDOR MAINTENANCE ───────────────────────── │
│ Action:   Find  Next  Prev  Browse  Add  Update  Del  Output  2scr  ...   │
│ Query the current database table.                                         │
│                                                                           │
│  Vendor number      [       ]                                             │
│                                                                           │
│  Name               [                                        ]            │
│  Address line 1     [                                   ]                 │
│  Address line 2     [                                   ]                 │
│  City, state, zip   [                          ] [   ] [           ]      │
│  Status             [ ] [     ]                                           │
│  Alpha sort         [                          ]          Type  [      ]  │
│  DBA                [                                     ]                │
│  Remit addresses    [ ]  Entity [ ]  Entered [        ]  Changed [      ] │
│                                                                           │
│  1099 default       [ ]                                                   │
│  Federal ID         [                    ]   W-9 Sent [ ]   W-9 Received [ ] │
│  Social Security    [            ]                                        │
│  AR customer        [        ]                                            │
│  Payroll employee   [        ]                                            │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

1. Select **Find** from the Ring Menu.

2. Enter a 1099 **Vendor number** and press **ESC**.

3. Select **Update** and enter the following fields (if necessary):

   • 1099 default code

   • Federal ID or Social Security number.

4. Press **ESC** to update the record.

PROCESSING 1099 INVOICES

Once a vendor is flagged for 1099 processing, all line items entered on invoices for that vendor are automatically accumulated for 1099 reporting. If a particular line item is not a 1099 payment, the default can be overridden. After the account code and amount are entered for the invoice line item on the **second screen** of *Invoice Entry/Proof*, enter a space to indicate the line item is not a 1099 amount. A different 1099 code could also be entered.

In the example below, the second line item is not a 1099-M payment:

```
 Session    Edit    Commands    Settings    Help

Action:    Next   Prev  Update  Exit
Display next invoice detail page.

  Vendor   006225   KENT DOEY
  Invoice  18673                         Net amount          300.00
====================================================================
 Line| Org     | Object| Proj          | Amount|1099| A| PO      |Bud| R|
    1| 0011071 | 0331  |                | 280.00| G  | N|         | 1 |  |
    2| 0011071 | 0610  |                |  20.00|    | N|         | 1 |  |






                         Total =          300.00|
```